

## Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: August 4, 2016

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:
- July 21, 2016
  - July 27, 2016 – Special Meeting
- 9:15 a.m. Laura B. Meadows, Executive Director, Upshur County Convention and Visitors Bureau – Annual Report
- 9:30 a.m. George Roessing --Discussion of public alley restroom hours
- 9:45 a.m. Potential property acquisition for the relocation of the Seventeenth Family Court Circuit in an effort to accommodate the addition of a Judge to the Twenty-Sixth Judicial Circuit Court  
*Item may lead to Executive Session per WV Code §6-9A-4*  
(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session;
- 10:30 a.m. Bid opening, presentation and award—Upshur County Sheriff’s vehicle

### Items for Discussion / Action / Approval:

1. Approval of Recommendation for Removal of Penelope Palmer as Executrix in the Estate of Robert James Rose, deceased and Order Removing Penelope Palmer as Executrix. Upon approval of the Recommendations, Penelope Palmer will be removed as Executrix for Robert James Rose, deceased; Ms. Palmer will be ordered to turn over any and all documentation regarding the Estate and the Sheriff of Upshur County will be appointed as Executor of the Estate.
2. Approval and signature of MonPower Collective Billing Application.
3. Approval and signature of Statement of Interest in Multi-Hazard Mitigation Planning. Upon approval, the Upshur County Commission agrees to actively participate in the Region VII Planning and Development Council Natural Hazard Mitigation Planning process.
4. Approval of Revised Upshur County Courthouse Roof Repair Project Manual prepared by WYK Associates, Inc. and advertisement of project. This manual includes an Invitation for Bids for the repair of the Courthouse Roof that will be funded by the grant award made by the WV Courthouse Facilities

Improvement Authority. There will be a mandatory pre-bid conference at 3:00 p.m. on Thursday, August 18, 2016. All sealed bids must be received no later than 9:15 a.m. on Thursday, September 1, 2016. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, September 1, 2016.

5. Approval and signature of Order and Notice of Election for an Additional County Commission Levy to fund supplemental salaries, materials and general operating expenses for the Upshur County Public Library (November 8, 2016).
6. Approval and signature of FY 2015 State of WV Division of Homeland Security and Emergency Management (EMPG) Sub-Grant Award in the amount of \$28,965.
7. Approval and signature of FY 17 Court Security Grant Contract Agreement, Resolution, Certifications and Court Security Fund Special Conditions and Assurances. The grant award is in the sum of \$26,297 to be used for the purpose of enhancing the county's court security.
8. Approval and signature of esri renewal quote in the amount of \$5,650 for term period October 1, 2016 to September 30, 2017. Of this amount, \$1,200 is to be paid by the Assessor's Revaluation Fund.
9. Correspondence from Dennis J. Willett, Esq., requesting consideration to fill the four year unexpired term Bar Association vacancy on the Upshur County Civil Service Board. Upon approval, Mr. Willett's term will expire on 12-31-2016.
10. Correspondence from James T. Farrell, OEM Director, requesting the consideration of Brian Shreves, OEM Deputy Director, to fill the OEM representative position on the Upshur County Enhanced Emergency Telephone System Advisory Board effective July 1, 2016. Upon approval, Mr. Shreves' term will expire on June 30, 2019.
11. Correspondence from JC Raffety requesting reappointment to the Corridor H Authority for another four year term. Upon approval, Mr. Raffety's term will expire on June 30, 2020.
12. Correspondence from Robin Keogh requesting a revision of the Lewis-Upshur Animal Control Facility Volunteer Program. Ms. Keogh requests (1) the volunteer age limit be changed from 18 years of age to 16 years of age with the stipulation that the volunteer be supervised by an adult volunteer, (2) the volunteer application be modified to address younger applicants and (3) hours for volunteering be expanded on Saturday to 9:00 a.m. to 12:00 p.m. and offer Sunday hours.
13. Approval of Buckhannon Upshur Recreational Park Pool logo.
14. Correspondence from Steven M. Linger, E-911 Director, announcing his retirement, effective September 16, 2016.
15. Approval of Lewis-Upshur Animal Control Facility Volunteer, Damion T. Cobb.
16. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

**For Your Information:**

**(Certain Items May Require Discussion, Action and/or Approval by the Commission)**

1. FOIA Request response prepared by Terri Jo Bennett, Upshur County Addressing and Mapping Project Coordinator to Alan Meadors, Verisk Insurance Solutions
2. FEMA News Release – July 23, 2016
3. Building Permits – July 2016
4. Upshur County Mileage Reports – June 2016
  - Sheriff
  - Dog Pound
5. Upshur County Sheriff's Financial Statement – Period Ending June 2016
6. Upshur County Sheriff's Settlement – June 30, 2016
7. Buckhannon-Upshur Chamber of Commerce Newsletter – July 25, 2016
8. Upshur County Family Resource Network Newsletter – August 2016
9. James W. Curry Public Library Calendar – August 2016
10. Lewis-Upshur Animal Control Facility Cat Report – June 2016
11. Upshur County Dog Report – June 2016
12. Upshur County Development Authority annual Board of Director's Meeting invitation – August 16, 2016
13. Agendas and/or Notice of Meetings:
  - Upshur County Public Library July 26, 2016
  - James W. Curry Library/Park July 27, 2016
  - Upshur County Farmland Protection Board July 28, 2016
  - Elkins Road PSD August 2, 2016
  - Upshur County Solid Waste Authority August 8, 2016
  - Buckhannon Upshur Parks and Recreation Board August 8, 2016
  - Flood Aftermath – public presentation "The Next Flood" August 10, 2016
14. Meeting Minutes:
  - Upshur County Public Library June 14, 2016
  - James W. Curry Library and Park June 22, 2016
  - Upshur County Family Resource Network Director's Report July 2016
15. Meetings:
  - 08/02/16 5:30 p.m. Elkins Road PSD
  - 08/02/16 6:00 p.m. Hodgesville PSD

- 08/04/16 7:00 p.m. Banks District VFD
- 08/04/16 7:00 p.m. Selbyville VFD
- 08/08/16 12:00 p.m. Upshur County Family Resource Network
- 08/08/16 4:30 p.m. Upshur County Solid Waste Authority
- 08/08/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 08/08/16 6:00 p.m. Lewis-Upshur Community Corrections Board -- Lewis County
- 08/09/16 6:00 p.m. Buckhannon River Watershed Association
- 08/08/16 7:30 p.m. Adrian VFD
- 08/11/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 08/16/16 12:00 p.m. Upshur County Development Authority – Annual Meeting
- 08/24/16 12:00 p.m. Upshur County Senior Center Board
- 08/24/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 08/10/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 08/24/16 7:30 p.m. Warren District VFD
- 08/11/16 1:00 p.m. Adrian PSD
- 08/11/16 3:00 p.m. Tennerton PSD
- 08/11/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 08/11/16 7:30 p.m. Buckhannon VFD
- 08/11/16 4:00 p.m. Buckhannon Upshur Airport Authority–UCDA Office
- 08/18/16 6:30 p.m. Upshur County Youth Camp Board
- 08/21/16 6:00 p.m. Washington District VFD
- 08/15/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 08/23/16 4:00 p.m. Upshur County Public Library Board
- 08/16/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 08/16/16 6:30 p.m. Upshur County Fire Board
- 08/16/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 08/17/16 7:00 p.m. Ellamore VFD
- 08/17/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 08/24/16 10:00 a.m. James W. Curry Advisory Board
- 08/25/16 4:00 p.m. Upshur County Farmland Protection Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association
- 08/22/16 10:00 a.m. Mountain CAP of West Virginia, CDC

16. Appointments Needed or Upcoming:

- Upshur County Civil Service Board (Vacant Position – 12-31-16) --- Bar Association
- Upshur County Enhanced Emergency Telephone Board (6-30-16-Dirk Burnside) --- Commission
- Upshur County Fire Board (Vacant Position – 6-30-19) --- Fire Association Representative
- Upshur County Fire Board (6-30-16 – Joe Malcolm) – Fire Association Representative
- Buckhannon-Upshur Parks & Recreation Advisory Board (Vacant Position – 6-30-18)- Commission
- Hodgesville Public Service District (8-5-16 – Donnie Kincaid)
- Upshur County Solid Waste Authority (6-30-16 – Robert L. Wines) Conservation District

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

Next Regular Meeting of the Upshur County Commission  
August 11, 2016 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*\*ATTENTION\*\*\*** The Commission meeting on Thursday, August 18, 2016 has been cancelled